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Pattern of conferences

Report of the Advisory Committee on Administrative and Budgetary Questions

I. Introduction

1. The Advisory Committee on Administrative and Budgetary Questions has considered the report of the Secretary-General on the pattern of conferences (A/71/116). In addition, the Committee had before it the report of the Committee on Conferences for 2016 (A/71/32), which includes the text of a draft resolution on the pattern of conferences in annex I. During its consideration of the report, the Committee met with representatives of the Secretary-General, who provided additional information and clarification, concluding with written responses received on 14 October 2016.

2. The report of the Secretary-General on the pattern of conferences is submitted pursuant to General Assembly resolution 70/9 and other relevant mandates, and contains information on matters relating to meetings management; documentation and publications; translation and interpretation; technology; and staffing.

II. Meetings management

Utilization of conference-servicing resources and facilities

3. In paragraphs 12 to 30 of his report, the Secretary-General provides an overview of the utilization of conference-servicing resources and facilities. Over a reporting cycle of six years and based on a core sample of bodies meeting in Geneva, Nairobi, New York and Vienna, the overall utilization rate for meetings with interpretation averaged 84.5 per cent, as follows: 85 per cent in 2015; 86 per cent in 2014; 82 per cent in 2013; 84 per cent in 2012; and 85 per cent in 2011 and 2010. According to the Secretary-General, improvements were achieved through continued efforts to work closely with the secretariats of calendar bodies, which

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resulted in fewer cancellations and a lower number of minutes lost as a result of late starts or early meeting conclusions. The Committee notes that, from 2010 to 2015, the overall utilization rate for meetings with interpretation from a core sample of bodies meeting in the four duty stations has remained above the benchmark factor of 80 per cent. **In this regard, the Advisory Committee trusts that efforts will continue to increase utilization rates.**

4. The Advisory Committee recalls its past requests that future budget submissions include information on utilization factors based on actual occupancy against existing meeting capacity for all Secretariat conference facilities at the four duty stations (see A/70/432, paras. 4 and 5, and A/69/527, para. 5). Upon request, the Committee was provided with tables showing the actual occupancy as measured vis-à-vis existing meeting capacity by duty station (see annex I). **The Advisory Committee recommends that the General Assembly request the Secretary-General to include this information in all future reports on the pattern of conferences.**

5. In this connection, the Advisory Committee was informed that statistics[1] had been calculated on the basis of 251 annual working days per year for Geneva, Nairobi, New York and Vienna and on the basis of 208 annual working days for the Economic Commission for Africa (ECA). Upon further enquiry, the Committee was informed that the calculation for ECA took into consideration additional elements, such as national and religious holidays and the regular low seasons for conferencing, as well as differences in calendar systems, which reduced the statistical basis to 208 annual working days. The Committee was furthermore informed that the Secretariat was developing a utilization methodology which would be applicable to all four duty stations, as well as ECA. **The Advisory Committee trusts that the calculation method to be used in the new utilization methodology will be based on the same number of annual working days in each duty station, so as to ensure reliable and comparable statistics for all duty stations.**

Integrated global management rule

6. The Secretary-General indicates that savings in connection with the integrated global management rule have decreased in 2015 owing to fewer meetings held away from established headquarters and to a change in the formula, which now includes such elements as staff replacement costs and daily subsistence allowance. Notional savings from the application of the rule therefore decreased to $950,373 in 2015, from $1.7 million in 2014 and $1.3 million in 2013. **The Advisory Committee looks forward to receiving information on efficiencies achieved under the integrated global management rule once comparative figures under the new formula are established.**

Accessibility services

7. In paragraphs 40, 65 and 66 of his report, the Secretary-General provides an overview of activities and initiatives related to the accessibility to conference

[1] The Committee was informed that the methodology used to compile statistics on the actual utilization of conference room capacity across duty stations considered that there are approximately 21 working days per month: 365 days per year minus 104 days for weekends and 10 days for official holidays equals 251 working days.

services and facilities. These include an Official Document System (ODS) improvement project aimed at offering various accessibility features on mobile devices; the provision of sign-language interpretation services and real-time speech-to-text captioning at meetings; and the provision of Braille embossing and documentation in New York through the Accessibility Centre. The Advisory Committee also notes that the accessibility guide to the Human Rights Council for persons with disabilities is available online.[2] Upon enquiry, the Advisory Committee was informed that digital audio and visual transmission and recordings of meetings are available to facilitate the provision of closed captioning for meetings, sign-language interpretation and content for speech-to-text technologies.

8. In this connection, the Advisory Committee was informed, upon enquiry, that the report of the Secretary-General entitled "Towards the full realization of an inclusive and accessible United Nations for persons with disabilities" (A/71/344 and Corr.1) covers accessibility issues as they relate to: human resources; the physical facilities of United Nations premises, conference services and facilities; information and documentation; and options for improving accessibility in general. In that report, the Secretary-General proposes, inter alia, the harmonization of the working conditions and hiring of sign-language interpreters across duty stations and undertaking outreach activities to increase the available pool of International Sign interpreters; the utilization of a real-time speech-to-text captioning service for participants with hearing loss and deafness; the conduct of an awareness-raising campaign among Member States and other potential contributors about the role of the accessibility centres and opportunities; and the inclusion of accessibility improvements in future facility enhancements at the United Nations Office at Vienna and the United Nations Office at Nairobi. In paragraph 87 of the aforementioned report, the Secretary-General indicates that the implementation of the goals for an accessible United Nations will be initiated within available resources and that it is his intention to keep Member States informed of the progress achieved and, if a need for additional resources arises, to present proposals in that respect to the General Assembly.

9. **The Advisory Committee is of the view that the initiatives presented in the report of the Secretary-General entitled "Towards the full realization of an inclusive and accessible United Nations for persons with disabilities" may have administrative and budgetary implications and trusts that requirements in this connection, if any, will be submitted for the consideration of the Fifth Committee of the General Assembly at the appropriate time.**

10. The Advisory Committee was also informed that efforts are being made to further enhance the assistive information and communications technology in the Accessibility Centre in New York, which was established through a donation from the Government of the Republic of Korea. The Committee was informed that the Accessibility Centre offers services for persons with disabilities, including delegates and other stakeholders, such as the borrowing of equipment for use in meetings and Braille print embossing of documents and statements for visually impaired delegates. The Committee was also informed that the maintenance of equipment and training of staff members involved in the activities of the Centre are currently provided by the Government of the Republic of Korea. In order to reach out to

[2] See www.ohchr.org/Documents/HRBodies/HRCouncil/AccessibilityGuideHRC.pdf.

potential contributors to the Fund, the Secretariat has set up a multipurpose trust fund which includes accessibility as a main goal and is considering a fundraising/information campaign, with a view to creating opportunities for Member States to provide financial and in-kind contributions to support accessibility initiatives, projects and services. **The Advisory Committee welcomes the voluntary contribution made available by the Government of the Republic of Korea for the establishment and maintenance of the Accessibility Centre in New York. The Committee encourages the Secretary-General to increase his efforts to broaden the donor base in support of accessibility initiatives.**

III. Matters relating to documentation, publication and workflow

11. Matters relating to documents management, including with respect to workload-sharing, the simultaneous distribution of documents and multilingualism, and document digitization are described in paragraphs 8, 31-49 and 78 of the report of the Secretary-General.

Workload

12. The Secretary-General notes that the installation of the following electronic workflow applications at Geneva, Nairobi, New York and Vienna was completed in 2015: eLUNa, a computer-assisted translation tool; Tapta4UN, a statistical machine translation tool; Document Storage, a repository of bilingual parallel texts; and eRef, an automated referencing tool. Upon enquiry, the Advisory Committee was informed that eLUNa has the capability to automatically identify previous translations and to recognize United Nations terminology, and that it functions together with Tapta4UN, which has the ability to propose draft sentences. The Secretary-General also notes that these measures have resulted in changes to existing language functions and that, therefore, the Secretariat intends to pilot the reprofiling of such functions in New York so as to adapt to these changes. **The Advisory Committee trusts that information on the results of the pilot project will be presented in the report of the Secretary-General on the pattern of conferences during the seventy-second session of the General Assembly.**

13. On a related matter, the Secretary-General describes the outposting of five staff from the French Translation Service in New York to Vienna for a pilot period of two years, beginning in the third quarter of 2016, and that the arrangement would not only help to address the vacancy rate in the Service, but also generate cost efficiencies as a result of the lower staffing costs in Vienna. The Secretary-General also indicates that this initiative may also facilitate overnight processing thanks to the time difference and increase the mobility of language staff, while upholding quality and preserving the institutional memory of the Service. **The Advisory Committee welcomes this initiative and requests that a status update on the experience gained from the pilot of outposting staff from New York to Vienna, including the future applicability to other duty stations and to other official United Nations languages, with an emphasis on quality control, be presented in the report of the Secretary-General on the pattern of conferences during the seventy-second session of the General Assembly.**

14. The Advisory Committee has repeatedly requested, but did not receive, data, disaggregated by language section, on the actual workload of revisers, with respect to previous years as well as for the year 2015. **The Advisory Committee expects that the Secretary-General will provide information on the actual workload of revisers for the six translation services to the General Assembly at the time of its consideration of the present report. Furthermore, the Advisory Committee recommends that the General Assembly request the Secretary-General to provide the aforementioned information, as a matter of routine, in future reports on the pattern of conferences.**

Multilingualism

15. The Secretary-General indicates that the simultaneous distribution of documents is considered one of the pillars of multilingualism and that, in 2015, the compliance rate in New York reached 100 per cent, in Nairobi 95 per cent, in Vienna 72 per cent, and in Geneva 66 per cent. Reasons for the non-simultaneous distribution were technical problems or instructions from intergovernmental bodies, submitting departments and offices that, on occasion, some language versions should be issued before the others were ready. **The Advisory Committee recalls that the General Assembly emphasized the paramount importance of the equality of the six official languages of the United Nations and trusts that the Secretary-General, in accordance with the request of the Assembly, will continue to ensure full parity among the six official languages and to report thereon to the Assembly as a matter of routine in his subsequent reports (see A/70/432, para. 11, and resolution 70/9, paras. 55 and 57).**

16. The Secretary-General indicates in paragraph 8 of his report that the Under-Secretary-General for General Assembly and Conference Management, in her capacity as Coordinator for Multilingualism, is developing a policy framework to direct and secure progress in the field of multilingualism and that these efforts will be reported to Member States separately under the multilingualism agenda item. The Advisory Committee was informed that a vacant P-4 regular budget post had been loaned to perform functions related to multilingualism and that the position had been filled temporarily, effective 1 October 2016. The Committee was further informed that the Department would seek to establish a dedicated post of Public Information and Multilingualism Coordinator (P-4) in the context of the proposed programme budget for the biennium 2018-2019. **The Advisory Committee will provide its comments on any proposal put forth in the context of the proposed programme budget for section 2 for the biennium 2018-2019.**

Digitization

17. The report of the Secretary-General indicates that the Department of Public Information and the Department for General Assembly and Conference Management continued to collaborate to increase the online access to historical United Nations documents. As of April 2016, a total of 384,860 documents had been digitized, catalogued and made available online, representing 12.8 per cent of the 3 million documents identified as important and in urgent need of digitization. From here on, the Secretary-General proposes to include the digitization of United Nations documents in his annual report to the Committee on Information, with all future

updates to be reported under the agenda item entitled "Questions relating to information" rather than under the item entitled "Pattern of conferences".

18. The Advisory Committee recommends approval of the Secretary-General's proposal to include future updates on the digitization project under the agenda item entitled "Questions relating to information" and trusts that the transfer of operational responsibilities, including a handover, for the project will be conducted in a timely manner. The Advisory Committee recalls its previous recommendation on the matter, including that the General Assembly, in its resolution 69/250, had requested the Secretary-General to expedite the process of the digitization of important older United Nations documents, in particular those that had been identified as particularly important and in urgent need of digitization. The Committee also recalls that, in its resolution 70/9, the General Assembly requested the Secretary-General to take all measures necessary to ensure that the digitization of key documents is completed in a timely manner.

19. The Advisory Committee welcomes the funding made available by the State of Qatar for the digitization project, including the third phase from 1 April 2016 to 31 March 2017. In this connection, the Committee recalls the request of the General Assembly that the Secretary-General seek additional voluntary contributions for the digitization of important older United Nations documents (see resolution 70/9, para. 88).

IV. Matters relating to translation, interpretation and staffing

20. Matters relating to translation and interpretation, including related staffing matters, are addressed in the report of the Secretary-General (see A/71/116, paras. 50-64) and the report of the Committee on Conferences (see A/71/32, paras. 30-35).

Outreach efforts to identify language staff and succession planning

21. The Secretary-General indicates that efforts continue to expand outreach to, and recruitment from, underrepresented regions through new partnerships in sub-Saharan Africa and Latin America and to reach potential language candidates through the use of social media and tools for remote meeting, training and testing. Specifically, the Secretary-General indicates that social media were used to encourage French-speaking language professionals in Africa to participate in the language competitive examination for French translators held in July 2015, and to reach potential candidates in Latin America for the language competitive examination for Spanish translators held in 2016. With regard to the waiving of the requirement for candidates to have at least three official languages to increase the candidate pool from underrepresented countries, the Advisory Committee notes that the matter was recently discussed by the Committee on Conferences (see A/71/32, chap. VI, para. 33).

22. The Secretary-General indicates that positive feedback was received in the language competitive examinations for English translators/précis-writers and for English editors held in July 2015 and that, following the pilot, the feasibility of

expanding remote testing will be analysed. Upon enquiry, the Advisory Committee was informed that the Spanish Translation Service was piloting a fully remote written examination and oral assessment, using a web-based platform designed for that purpose. In addition, a social media campaign was used to encourage candidates in Latin America and the Caribbean to apply. The Committee was also informed that the preliminary pilot results show that remote testing would be operationally feasible and that it was expected that all future language examinations would be conducted remotely.

23. The Secretary-General also indicates that outreach to educational institutions is continuing, for example, with the agreement between the European Union and the United Nations Office at Nairobi to support the Pan-African Masters Consortium in Interpretation and Translation (PAMCIT) in an effort to create a network of universities acting as centres of excellence in Africa to teach interpretation and translation. Upon enquiry, with respect to outreach activities, the Advisory Committee was informed that contacts with partner universities were continuing, for example, with universities in Beirut and Cairo. Furthermore, a PAMCIT curriculum harmonization workshop and a "training of trainers" workshop for translators was planned for March 2017.

24. The Advisory Committee emphasizes the link between reaching qualified candidates through outreach efforts and succession planning and was informed, upon enquiry, that succession planning targets of the language services were being met through collaboration with the established network of universities, as well as through professional associations and other organizations that promote multilingualism.

25. **The Advisory Committee welcomes the efforts to promote outreach programmes, which is in line with the request of the General Assembly to introduce innovative methods, including through partnerships with Member States, relevant international organizations and language institutions in all regions, and to continue to identify outreach opportunities, in order to ensure the continued availability of high-quality professional language services in the six official languages of the United Nations (see resolution 70/9, paras. 112 and 119).**

26. **The Advisory Committee welcomes the efforts made with respect to remote testing and looks forward to a further update on this initiative in the context of the Secretary-General's next report on the pattern of conferences. With respect to succession planning, the Advisory Committee recalls its observations regarding the importance of outreach initiatives, including expansion of the network of universities in this connection, and trusts that efforts in this respect will continue unabated (see A/70/432, para. 15).**

27. With respect to the cost parameters for the production of a United Nations document and for the interpretation into the six official United Nations languages, the Advisory Committee was, upon enquiry, provided with detailed information on such costs in 2016 (see annex II). With respect to interpretation costs, the Committee was informed that the related costs were calculated on a daily basis, i.e., not on the basis of the number of meetings.

28. **Subject to its comments and recommendations in the paragraphs above, the Advisory Committee recommends that the General Assembly take note of the report of the Secretary-General.**

Annex I

Detailed information

New York: January-August 2016

Room	*Standard meeting capacity (Jan-Aug)*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Security Council Chamber	338	179	52.96
Security Council Caucus Room	338	55	16.27
Security Council Consultation Room	338	148	43.79
General Assembly Hall	338	189	55.92
Economic and Social Council Chamber	338	321	94.97
Trusteeship Council Chamber	338	289	85.50
1	338	382	113.02
2	338	294	86.98
3	338	262	77.51
4	338	374	110.65
5	338	423	125.15
6	338	384	113.61
7	338	384	113.61
8	338	386	114.20
9	338	410	121.30
10	338	231	68.34
11	338	467	138.17
12	338	438	129.59
A	338	451	133.43
B	338	373	110.36
C	338	355	105.03
D	338	405	119.82
E	338	382	113.02
F	338	306	90.53
Total	**8 112**	**7 888**	**97.24**

New York: January-December 2015

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Security Council Chamber	502	263	52.39
Security Council Caucus Room	502	172	34.26
Security Council Consultation Room	502	188	37.45

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
General Assembly Hall	502	265	52.79
Economic and Social Council Chamber	502	459	91.43
Trusteeship Council Chamber	502	430	85.66
1	502	513	102.19
2	502	483	96.22
3	502	396	78.88
4	502	526	104.78
5	502	638	127.09
6	502	642	127.89
7	502	645	128.49
8	502	650	129.48
9	502	625	124.50
10	502	449	89.44
11	502	645	128.49
12	502	582	115.94
A	502	608	121.12
B	502	637	126.89
C	502	658	131.08
D	502	627	124.90
E	502	702	139.84
F	502	492	98.01
Total	**12 048**	**12 295**	**102.05**

Geneva: January-August 2016

Room	*Standard meeting capacity from Jan. to Aug.*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Assembly Hall	334	28	8
Council Chamber	334	237	71
Palais Wilson, 1st floor	334	187	56
Palais Wilson, ground floor	334	260	78
Room I	334	107	32
Room II	334	63	19
Room III	334	149	45
Room IV	334	215	64
Room V	334	158	47
Room VI	332	148	45

Room	*Standard meeting capacity from Jan. to Aug.*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Room VII	334	247	74
Room VIII	330	316	96
Room IX	332	345	104
Room X	334	87	26
Room XI	332	211	64
Room XII	332	222	67
Room XIV, cinema	334	65	19
Room XV	334	152	46
Room XVI	334	188	56
Room XVII	316	45	14
Room XVIII	332	285	86
Room XIX	334	152	46
Room XX	334	244	73
Room XXI	332	277	83
Room XXII	334	355	106
Room XXIII	332	380	114
Room XXIV	334	416	125
Room XXV	334	339	101
Room XXVI	334	376	113
Room XXVII	330	412	125
Room S1	326	308	94
Room S4	334	298	89
Total	**10 640**	**7 272**	**68**

Geneva: January-December 2015

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Assembly Hall	502	68	14
Council Chamber	502	302	60
Palais Wilson, 1st floor	502	356	71
Palais Wilson, ground floor	502	495	99
Room I	502	189	38
Room II	502	183	36
Room III	502	241	48
Room IV	500	456	91
Room V	500	309	62

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Room VI	490	197	40
Room VII	502	403	80
Room VIII	502	457	91
Room IX	500	446	89
Room X	500	220	44
Room XI	502	427	85
Room XII	502	397	79
Room XIV, cinema	502	172	34
Room XV	500	476	95
Room XVI	502	403	80
Room XVII	498	79	16
Room XVIII	502	256	51
Room XIX	502	181	36
Room XX	502	322	64
Room XXI	502	441	88
Room XXII	502	533	106
Room XXIII	502	516	103
Room XXIV	502	499	99
Room XXV	502	470	94
Room XXVI	502	479	95
Room XXVII	502	541	108
Room S1	498	443	89
Room S4	494	493	100
Total	**16 026**	**11 450**	**71**

Nairobi: January-August 2016

Room	*Standard meeting capacity from Jan. to Aug.*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Conference Room 1	323	182	56
Conference Room 2	317	96	30
Conference Room 3	327	183	56
Conference Room 4	333	193	58
Conference Room 5	329	182	55
Conference Room 6	331	153	46
Conference Room 7	329	182	55
Conference Room 8	331	144	44

Room	*Standard meeting capacity from Jan. to Aug.*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Conference Room 9	315	190	60
Conference Room 10	325	195	60
Conference Room 11	325	173	53
Conference Room 12	35	35	100
Conference Room 13	325	137	42
Conference Room 14	315	190	60
Total	**4 255**	**2 235**	**53**

Nairobi: January-December 2015

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
Conference Room 1	494	191	39
Conference Room 2	456	143	31
Conference Room 3	476	234	49
Conference Room 4	500	265	53
Conference Room 5	500	240	48
Conference Room 6	500	217	43
Conference Room 7	500	255	51
Conference Room 8	500	172	34
Conference Room 9	500	280	56
Conference Room 10	500	255	51
Conference Room 11	286	161	56
Conference Room 12	61	61	100
Conference Room 13	500	276	55
Conference Room 14	500	256	51
Total	**6 273**	**3 006**	**48**

Vienna: January-August 2016

Room	*Standard meeting capacity from Jan. to Aug.*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
C-BR D	336	237	71
C-C1	336	205	61
C-C2	336	325	97
C-C3	336	245	73

Room	*Standard meeting capacity from Jan. to Aug.*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
C-C4	336	266	79
C-C6	336	198	59
Total	**2 016**	**1 476**	**73**

Vienna: January-December 2015

Room	*Standard meeting capacity per year*	*Actual occupancy (number of meetings held)*	*Utilization rate (percentage)*
C-BR D	502	376	75
C-C1	502	312	62
C-C2	502	385	77
C-C3	502	370	74
C-C4	502	322	64
C-C6	502	303	60
Total	**3 012**	**2 068**	**69**

Economic Commission for Africa: occupancy

	CR1	*CR2*	*CR3*	*CR4*	*CR5*	*CR6*	*CC1*	*CC2*	*CC3*	*CC6*	*CC7*	*CC8*	*CC9*	*CC10*	*CC11*	*LBR*	*SBR*	*Total*
January 2015	–	25	26	11	9	8	18	14	11	10	–	–	6	4	6	24	–	172
February 2015	5	45	108	–	88	28	70	45	28	15	–	–	26	6	57	17	–	538
March 2015	21	121	48	29	59	46	47	12	10	35	10	10	13	17	18	18	–	514
April 2015	–	33	19	30	54	8	32	27	2	38	–	–	–	3	86	43	–	375
May 2015	–	5	31	10	37	21	14	–	8	3	–	–	–	–	–	14	4	147
June 2015	5	46	19	8	86	24	26	2	–	46	1	–	–	1	62	14	–	340
July 2015	16	57	39	9	41	3	19	13	15	11	11	11	11	11	31	21	11	330
August 2015	–	92	28	1	63	35	40	30	30	24	20	20	20	1	25	11	2	442
September 2015	19	40	39	28	11	15	12	2	8	19	4	3	6	20	22	39	–	287
October 2015	6	27	75	29	42	39	33	20	56	41	25	22	12	43	50	35	35	590
November 2015	52	17	75	4	41	47	20	38	11	29	5	5	5	5	23	42	–	419
December 2015	–	45	32	4	24	15	3	2	2	10	2	2	1	5	15	18	2	182
Subtotal, January-December 2015	**124**	**553**	**539**	**163**	**555**	**289**	**334**	**205**	**181**	**281**	**78**	**73**	**100**	**116**	**395**	**296**	**54**	**4 336**
Occupancy per room (percentage)	**2.86**	**12.75**	**12.43**	**3.76**	**12.80**	**6.67**	**7.70**	**4.73**	**4.17**	**6.48**	**1.80**	**1.68**	**2.31**	**2.68**	**9.11**	**6.83**	**1.25**	**100.00**
January 2016	21	63	59	15	46	62	11	14	11	16	6	8	8	3	23	30	3	399
February 2016	36	56	21	5	51	32	5	14	11	17	12	12	5	5	8	87	4	381
March 2016	24	47	39	32	56	37	23	35	27	35	38	15	35	39	65	19	19	585
April 2016	52	90	88	47	82	82	19	28	26	38	45	44	34	32	72	45	24	848
May 2016	4	31	26	14	22	19	12	3	8	12	10	2	4	16	43	53	19	298
June 2016	27	86	57	21	46	34	13	13	8	8	8	30	20	35	17	42	10	475
July 2016	2	24	30	1	20	7	15	12	1	–	–	–	–	32	36	22	–	202
August 2016	13	16	21	6	27	26	34	49	34	28	28	28	2	37	55	23	4	431

	CR1	*CR2*	*CR3*	*CR4*	*CR5*	*CR6*	*CC1*	*CC2*	*CC3*	*CC6*	*CC7*	*CC8*	*CC9*	*CC10*	*CC11*	*LBR*	*SBR*	*Total*
Subtotal, January-August 2016	**179**	**413**	**341**	**141**	**350**	**299**	**132**	**168**	**126**	**154**	**147**	**139**	**108**	**199**	**319**	**321**	**83**	**3 619**
Occupancy per room (percentage)	**4.95**	**11.41**	**9.42**	**3.90**	**9.67**	**8.26**	**3.65**	**4.64**	**3.48**	**4.26**	**4.06**	**3.84**	**2.98**	**5.50**	**8.81**	**8.87**	**2.29**	**100.00**
Total	**303**	**966**	**880**	**304**	**905**	**588**	**466**	**373**	**307**	**435**	**225**	**212**	**208**	**315**	**714**	**617**	**137**	**7 955**
Average actual occupancy per room (percentage)	**3.81**	**12.14**	**11.06**	**3.82**	**11.38**	**7.39**	**5.86**	**4.69**	**3.86**	**5.47**	**2.83**	**2.66**	**2.61**	**3.96**	**8.98**	**7.76**	**1.72**	**100.00**

Note: For budgetary and statistical purposes, the Economic Commission for Africa is also calculating the conference rooms' actual utilization levels each year against the existing full-capacity baseline. In order to effectively address the question and concerns raised by the Committee, a unified methodology has to be agreed upon and put in place that would be applicable to all conference facilities concerned, taking each duty station's specificities into account, as well as the appropriate business model being adopted.

Economic Commission for Africa: capacity of facilities

Room	*Capacity*
Conference Room 1	864
Conference Room 2	474
Conference Room 3	115
Conference Room 4	115
Conference Room 5	115
Conference Room 6	115
Caucus Room 1	30
Caucus Room 2	20
Caucus Room 3	20
Caucus Room 6	20
Caucus Room 7	20
Caucus Room 8	20
Caucus Room 9	20
Caucus Room 10	24
Caucus Room 11	55
Large Briefing Room	60
Small Briefing Room	44

Annex II

Cost parameters for the production of one United Nations document in 2016

	New York		*Geneva*		*Vienna*		*Nairobi*	
	8,500 words, 26 pages	*30,700 words, 32 pages*	*8,500 words, 26 pages*	*30,700 words, 32 pages*	*8,500 words, 26 pages*	*30,700 words, 32 pages*	*8,500 words, 26 pages*	*30,700 words, 32 pages*
Cost of one document[a]	$37 600	$47 000	$36 300	$45 200	$29 800	$37 300	$29 900	$37 700

[a] The cost of processing one document includes costs related to translation, revision, text-processing and editing, printing and distribution.

Cost parameters for meeting services in 2016

	New York	*Geneva*	*Vienna*	*Nairobi*
Cost of one meeting/day/ six official languages[a]	$12 000	$13 400	$12 600	$18 400

[a] Total cost for one meeting/day covering the six official United Nations languages.